

APRIL - JUNE 2005
NUMBER 43

GOVERNMENT PURCHASE CARD NEWS

Special Interest Articles:

HOT TOPICS

UNDERSTANDING YOUR ROLE AS A CERTIFYING OFFICIAL

DID YOU KNOW

TRADE FAIR

LATEST FAQs

CREDIT CARD FRAUD

FILE RETENTION

REBATES

FY 04: \$ 680,539.68

FY 05: \$151,555.19
(Thru 1st QTR)

INTEREST PENALTIES

FY 04: \$491.32

FY 05: \$4,745.45
(Thru 1st QTR)



Tell us how we are doing:
http://ice.disa.mil/index.cfm?fa=card&service_provider_id=91124&site_id=249&service_category_id=14

HOURS OF OPERATION

MONDAY - FRIDAY: 0730-1130, 1200-1600
WEDNESDAYS & TRAINING HOLIDAYS: 0730-1130
Phone: 910-396-4362
Fax: 910-396-3058



READ AND HEED!

Billing Officials and Alternate Billing Officials

Recently we have discovered several instances of fraudulent GPC actions by cardholders. As responsible certifying officials, it is imperative that you understand your role and responsibility toward ensuring all purchases are properly authorized and are appropriate---within your local purchasing authority. In all instances that have recently been uncovered, Billing Officials and Alternate Billing Officials were NOT verifying the purchases with the cardholders and were not receiving the original receipts/invoices. Currently, there are many Alternate Billing Officials overseeing accounts here at Fort Bragg while the primary Billing Officials are deployed. The Alternate Billing Officials need to ensure they are monitoring the purchases, verifying receipt of supplies or services, and reviewing the invoices/receipts after purchase.

It is important that Billing Officials and Alternate Billing Officials understand the repercussions for not complying with GPC regulations: Billing officials and/or Alternate Billing Officials are liable for an illegal, improper, or incorrect payment due to an inaccurate or misleading certification. Consequently, Billing Officials and/or Alternate Billing Officials that knowingly make a false certification could be asked to repay the Government for the items purchased. As stated in the Department of the Army, Government Purchase Card, Standing Operating Procedures, 31 July 2002, Under 18 U.S.C. § 287., misuse of the Government Purchase Card could result in a fine of not more than \$10,000 or imprisonment for not more than five years or both.

HOT TOPICS

ARMOR REQUIREMENTS: Per FORSCOM Budget Message 050038, OMA funds cannot be used for *Add on Armor Requirements*. These requirements are being funded with OPA funds.

CABLE PAYMENTS: Cable payments must be made month-to-month per GPC Reg. 715-3. Cardholders should pay for goods and services as they receive them.

ON-LINE TRAINING: The Fort Bragg GPC On-Line Web-based training has been updated! Remember, new Billing Officials, Alternate Billing Officials and Cardholders are required to complete the Fort Bragg GPC On-Line training as well as the DoD Training through DAU. Current Billing Officials, Alternate Billing Officials and Cardholders are required to complete refresher training every two years.

NEW PROCESS FOR ACCESSING THE DAU TRAINING: There is a new process for accessing the DAU training site. For instructions visit our web site <http://www.bragg.army.mil/www-doc/GovUser/GPC/PDF/4-05-GPC-OLT-Inst.pdf>

MILITARY BALLS & DINING INS/OUTS: Purchasing items with your GPC for military balls and dining ins/outs is **unauthorized**. Such items are neither reasonable nor necessary.





Did You Know that cardholders who are not entering transaction data in their C.A.R.E. log will not be able to reconcile their monthly billing statements when C.A.R.E. is replaced by the new generation of C.A.R.E.?

The implementation date for the new generation of C.A.R.E. has not been announced; however, look for the new generation of C.A.R.E. to come out within the year. The new generation of C.A.R.E. will include instructions for Billing Officials to verify that the cardholder is entering data in the C.A.R.E. log and the data is accurate with the cardholder's receipts and other documentation to support their purchases.



WATCH OUT FOR CREDIT CARD FRAUD

The next time you get your credit card statement you may want to take a closer look at the charges. You may have dozens of legitimate charges and hidden among them may be a charge from an unknown vendor. This is the new wave of credit card fraud. The perpetrator obtains many credit card numbers and makes one small charge on each account. The assumption is that one small charge, when mixed with other legitimate charges, won't be noticed. Credit card companies now have much more sophisticated programs to detect this type of activity and notify you immediately. Recently, there have been several reports of this type of fraud affecting Government Purchase Cards. An 888-phone number will accompany the charge. When cardholders attempted to contact the vendor all the cardholders got was a busy signal. Not being able to reach the vendor, the cardholders did the right thing by immediately calling the bank and reporting the charge to the fraud department. You are urged to carefully check not only your GPC statements, but also your personal accounts for any unusual charges from unrecognized companies. If you find such a charge, you should immediately contact your bank and ask them to remove the charge and cancel your card for possible fraud. It's important to notify your account manager if you recognize fraudulent purchases on your account.



FREQUENTLY ASKED QUESTIONS UPDATES
ADPE REPAIRS/UPGRADES, AIRLINE PASSENGER TICKETS
FOR OFFICIAL TRAVEL, & DAMAGE TO REAL PROPERTY
(NON-FAIR WEAR & TEAR).
FOR THE LATEST INFO REGARDING, FAQs, REGULATIONS,
AND FORMS PLEASE VISIT OUR WEB SITE

<http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC.htm>

If you have suggestions for topics for the GPC newsletter please contact the editor via email: anne.m.talbot@conus.us.army.mil

TRADE FAIR



There will be two Government Purchase Card (GPC) briefings at the upcoming trade fair on 3 AUGUST 2005. The briefings will be held at 1000 and 1400 at the Fort Bragg Officer's Club Sink Room. Billing Official, Alternate Billing Officials and Cardholders are highly encouraged to attend one of these briefings.

GPC FILES ARE REQUIRED TO BE RETAINED FOR SIX YEARS AND THREE MONTHS

BOs are required to retain all original receipts, required administrative approvals, purchase requests, memo's and any other documentation to support their certified billing statements for six years and three months from the date of the certification.

Example:

A BO certifies the 23 March 2005 billing statement on 2 April 2005.

✚ The BO is required to retain the supporting documentation until 2 July 2011. NOTE: The files may be transferred to Records Holding until the files are eligible to be destroyed in 2011. However, the BO should retain at least one to two years of previous supporting documentation for review purposes.

✚ The BO should not take GPC files with them to their next duty station.

✚ The files should be transferred to the BO's replacement.

✚ If the BO account is terminated and not replaced the files may be transferred to Records Holding.



THIS BULLETIN IS AUTHORIZED BY:



Jeanette W. Davis
 Acting Director of Contracting